

DCPS Afterschool Enrollment Checklist

What do I need to bring with me in order to enroll my child in the DCPS Afterschool Program?

1. The DCPS Afterschool Program Enrollment Application (2 pages)
 2. Documentation of Relationship to the Student
One of the following methods may be used to demonstrate that you are your child's parent or guardian:
 - Documentation of TANF status which includes children's names;
 - Birth certificate (large format – must include parents' names);
 - A passport including parents and children;
 - Adoption papers/Court papers; or
 - A referral from a DC Government Agency
 3. Income Documentation – One of the following:
 - A. Documentation of TANF-eligibility – Please bring *either*:
 - A letter with the child's name listed from the TANF worker, *or*
 - An Automated Client Eligibility Determination System (ACEDS) printout (active case with the child's name listed)
 - B. A letter from your employer
NOTE: This is acceptable only if you have a new job, or are employed as a domestic employee and do not receive pay statements. The letter must specify hours of work and salary;
 - C. Copies of the last 3 pay stubs for every adult in the household
 - D. If you are self-employed only, a copy of your most recent tax return (and all schedules)
- ** While only one of the above is required for DCPS records, you will need to have sufficient information to complete the Co-payment worksheet with your Afterschool Coordinator.**
4. Signed FERPA Letter